

Clerical and Office Branch  
Typist and Secretarial Group  
Commission Recorder Series

**CIVIL SERVICE COMMISSION RECORDER**

Unclassified Service  
02/94

*Summary*

Under general supervision of Civil Service Commission Secretary, perform highly responsible complex, varied paraprofessional functions and supervise clerical support work to: prepare and record meeting agendas, notifications and proceedings; research, compile and process confidential and other personnel documents; establish, maintain and safeguard legally required and administrative Civil Service files; and to provide related secretarial services.

*Typical Duties*

Prepare and review agendas and meeting materials. Involves: obtaining, recording and discussing with supervisor suitability and accuracy of supporting information pertaining to cases and issues to be presented to Commission; checking appeal submissions for compliance with timeliness and completeness requirements; executing or overseeing subpoena preparation, and documentation packet copying, assembly and distribution; ascertaining effects of Personnel, Commission and City Council actions on agenda.

Coordinate processing and schedule appeals and other personnel matters. Involves: explaining clerical procedures and filing periods to hearing officers, private lawyers, employee representatives, classified employees, appellants and others, and discussing and resolving related complaints; searching for, retrieving and disseminating information in records pertaining to Commission inquiries and reviews; maintaining Commission meeting calendar; notifying interested parties of Commission decisions, meetings and changes; verifying planned attendance of a Commission quorum.

Set up and update Commission files, and produce and issue related manuals. Involves: taking and transcribing, and checking accuracy and completeness of detailed or verbatim meeting minutes, other recordings and dictation; organizing, indexing, cross referencing, storing and purging written and recorded information such as ordinances, rules, policies, minutes, legal opinions, motions, case histories to comply with retention and privacy regulations and instructions; executing or overseeing new and revised handbook and guideline indexing, typing, copying, assembly and distribution.

Supervise, train, and evaluate a small clerical staff. Involves: assigning, instructing in, directing, checking and guiding to overcome difficulties with work; explaining and enforcing personnel rules, reviewing and assessing work behavior and results.

Arrange or engage in comparable special administrative support assignments. Involves: furnishing information regarding Civil Service Charter Rules and Regulations, Personnel Policies and Ordinances in accordance with public records disclosure regulations and instructions upon request; composing and typing letters and inter-departmental memoranda from handwritten notes and marked copy; performing miscellaneous related clerical duties as required.

*Minimum Qualifications*

Training and Experience: Completion of an associate's degree in secretarial science, office management, personnel administration, or related field of study, and six years progressively responsible secretarial work including three years of coordination of office services for high volume, deadline sensitive processing or maintenance of personnel, legal or other specialized documents or records; or equivalent training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: general office processes and operations; English grammar, spelling and punctuation. Some knowledge of personnel procedures and supervisory techniques.

Ability to: read, research and apply a substantial body of relatively complex Civil Service Charter Rules and Regulations, related Ordinances and Codes; plan and make practical applications of selected or adapted standard processes to such complex, varied assignments as coordinating clerical work flow, supervising and appraising subordinates (up to three), creating and retaining accurate subject matter files; locate, identify, screen, break down, interrelate, and summarize facts and circumstances; exercise judgment to arrange for or perform non-routine clerical work having significant effects on other organizations and the public based on precedents of a concrete nature within the bounds of specific guidelines and customary practices; tactfully and courteously establish and maintain working relationships to gain concurrence or cooperation of fellow employees, officials and the general public; express oneself clearly and concisely orally to explain policies, procedures, rules and regulations, or obtain and provide information, and in writing to prepare correspondence and reports; comprehend and use word processing software.

Skill in: taking minutes; operating word processor and typewriter (65 words/minute), transcriber and common office machines.

*Special Requirements:* Attend regular and special meetings, which may be lengthy, commonly held outside regular work hours.

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Department Head

OFFICIAL